

**PROCEDURE AND CRITERIA
FOR
IMLA'S
BRAD D. BAILEY
ASSISTANT CITY/COUNTY ATTORNEY OF THE YEAR AWARD**

ORIGIN AND PURPOSE OF THE AWARD

This award is established to honor the memory of Brad D. Bailey, by recognizing an assistant local government attorney who exhibits those qualities that made Brad one of the truly remarkable lawyers working on behalf of public clients. In addition to the traditional qualities of excellence in the practice of law, the award seeks to recognize a public law practitioner who has provided outstanding service to the public and who possesses an exemplary reputation in the legal community, the highest of ethical standards and who revels in maintaining a life that balances a passion for professional excellence and the joy of family and friends. The award is authorized by Article VI, Section 6 of the IMLA Bylaws.

PROCEDURE

1. The nominator must furnish basic information about the nominee by completing the attached nomination form or by furnishing the information called for on the form in a substantially identical format.
2. The nominator needs to write a clear and concise statement in support of the nomination describing the significant and surpassing professional achievements in the field of local government law that have occurred or culminated during the previous year, conveying as much information about the personal characteristics of the nominee as the nominator thinks would be helpful to the nomination, and thoroughly describing how the nominee fulfills the criteria established for bestowing the award (see "Criteria," below).
3. The nominator must solicit and secure no fewer than three letters of endorsement of the nominee. The nominator should consider carefully the persons chosen to write the letters endorsing the nominee. Each letter should clearly and concisely convey information about the significant and surpassing professional achievements of the nominee in the field of local government law occurring or culminating in the previous year and the personal characteristics of the nominee, and should thoroughly describe how the nominee fulfills the criteria established for bestowing the award (see "Criteria," below). Letters of endorsement from the executive director or the chief legal counsel of the appropriate state league, from the appropriate IMLA State Chair, and from the appropriate IMLA Regional Vice President will carry great weight.
4. The nominator must submit the completed nomination form, the statement in support of the nomination, and the three letters of endorsement to the IMLA Executive Director who, after adding IMLA staff comments, forwards these materials to the IMLA Awards

Committee for its recommendation. The Awards Committee will then review the nomination and submit its recommendation to the IMLA Board of Directors. The Board of Directors will decide whether to make the award and the Executive Director will notify the nominator of the Board's decision.

PLEASE BE AWARE THAT FULLY COMPLETED NOMINATIONS MUST ARRIVE AT THE IMLA OFFICES BY NO LATER THAN THE ESTABLISHED DEADLINE FOR THAT YEAR IN ORDER TO BE CONSIDERED. IMLA RESERVES THE RIGHT TO WITHHOLD BESTOWAL OF THE AWARD IN ANY GIVEN YEAR AND TO REJECT ANY AND ALL NOMINEES.

1. Nominators may re-submit nominations from previous years, if appropriate.
2. The award will be presented to the person selected to receive the award at a formal awards ceremony held during that year's IMLA Annual Conference.

CRITERIA FOR BESTOWING IMLA'S BRAD D. BAILEY ASSISTANT CITY/COUNTY ATTORNEY OF THE YEAR AWARD

The following are all of the criteria against which each nominee will be measured. The Board of Directors does not expect any nominee to meet all of the criteria. However, the nominee who best meets the most criteria will be selected as that year's recipient. How the nominee meets the criteria should be thoroughly described in the nominator's statement in support of the nomination and in the letters of endorsement of the nominee.

1. This is not an award for entry-level attorneys. The nominee must be employed by a local government and receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of operating procedures and policies within the local department.
2. Although the nominee's excellent qualities and service exemplified throughout their years of practice are a factor to be taken into consideration, the award primarily recognizes outstanding achievements during the course of the preceding year.
3. No attorney will be permitted to nominate him or herself, nor will any current member of the IMLA Board of Directors, other than one whose tenure on the Board is ending during the current calendar year, be eligible for nomination.
4. The nominee has demonstrated a commitment to the practice of public law. The nominee routinely uses innovative or creative problem-solving in the practice of public law. The nominee has authored scholarly publications or presentations that foster the development and understanding of municipal law. The nominee has a record of exceptional accomplishments in the practice of public law. The nominee has made contributions to the public and to the legal profession, above and beyond his or her occupational duties. The nominee exhibits a high level of professionalism and exemplary integrity, diligence and personal conduct.

PLEASE DETACH

**NOMINATION FORM
IMLA
BRAD D. BAILEY
ASSISTANT CITY/COUNTY ATTORNEY OF THE YEAR AWARD**

PROPOSED BRAD D. BAILEY AWARD RECIPIENT NOMINATED BY:

Name(s): _____

Address: _____

No. Street City State Zip

Telephone: (day) _____ (evening) _____

E-Mail: _____

NOMINEE BASIC INFORMATION:

1. Full Name: _____

2. Title: _____

3. Date admitted to Bar: _____

4. Age _____

5. Education (beyond high school): _____

6. Details of Local Government Practice:

7. Legal scholarship (Please cite [or enclose, if feasible] publications, legislative drafting examples, briefs, opinions):

8. Service to the legal profession (include, for example, membership in and offices held in bar associations and other relevant professional organizations; *pro bono publico* work):

9. Community Service and activities (include, for example, civic groups; church groups; public radio/TV commentator; public-voter forums; fund-raising for community causes):

10. Awards and honors received (including but not limited to fellowships and scholarships):

11. Examples of the nominee's commitment to mentoring less experienced attorneys:

12. Examples of the nominee's use of innovative or creative problem solving:

13. Examples of how the nominee exhibits those personal traits and characteristics that meet the criteria for this award: _____

Signature of nominator

Date of signature